

PERSONNEL/HUMAN SERVICES COMMITTEE

A G E N D A

TUESDAY, JANUARY 21, 2020

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

| PAGE NO. | | |
|----------|-----|---|
| | I | CALL TO ORDER |
| | II | ROLL CALL |
| 1- 3 | III | MINUTES (12/17/19) |
| | IV | PUBLIC INPUT |
| | V | PETITIONS AND COMMUNICATIONS |
| 4- 5 | A. | Treasurer - Position Update (Seeking approval of reclassification of vacant Account Clerk II position to Account Clerk III position in the Treasurer's Office and appropriation of funds to facilitate reclassification - proposed resolution attached) |
| 6- 8 | B. | Board Chairman - Mileage Reimbursement for Commissioners' Travel During Course of County Business (Seeking approval of mileage reimbursement for Commissioners who have submitted mileage reimbursement requests for travel in 2019 - proposed resolution attached) |
| | C. | Personnel Director |
| 9-12 | 1. | Paid Parental Leave Policy (Seeking approval of proposed policy and any required budget adjustments - proposed resolution attached) |
| 13-16 | 2. | Vacancies (Proposed resolution attached) |
| | A. | 9-1-1 Central Dispatch - Dispatcher (full time; \$16.17/hr. entry) |
| | B. | Sheriff's Office |
| 17 | a. | Road Patrol Deputy (full time; \$19.21/hr. entry) |
| 18 | b. | Marine Patrol (Grant Funded): |
| | 1. | Supervisors (5) (\$12.00/hr) |
| | 2. | Marine Deputies (25) (\$11.00/hr.) |
| 19 | C. | Department on Aging - Home Services Worker (part time; \$11.13 to \$11.94/hr. entry depending on assignment) |
| 20 | D. | Finance Department - Staff Accountant (part time; \$1,232.34/bi-weekly entry) |
| | E. | Mosquito Control |
| 21 | a. | Operations Supervisor (full time; \$1,723.20/bi-weekly entry) |
| 22 | b. | Seasonal Staff Positions - 32 Field and/or Biology Technicians (\$10.15 - \$10.90 for day shift employees; \$10.65 - \$11.40 for night shift employees) |
| 15&23 | 3. | Unpaid Leave of Absence - Jane Good, Site Manager, Department on Aging (Seeking approval of up to 180 day unpaid leave of absence - proposed resolution attached) |

- 24-25 D Health Officer - Memorandum of Understanding with the Michigan Department of Health and Human Services for Gastrointestinal Illness Outbreak Investigation Assistance (Seeking approval of MOU; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached)
- 26-27 E. Office of Assigned Counsel - Monthly Report November 2019 (Receive)
- VI REFERRALS
- 28 A. Information Systems IT Training Specialist Position (Referred from 12/17/19 P/HS Committee meeting)
- VII UNFINISHED BUSINESS
- VIII NEW BUSINESS
- IX MISCELLANEOUS
- X ANNOUNCEMENTS
- XI ADJOURNMENT

PLEASE NOTE:

THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/ DIVISION HEAD PLACING AN ITEM ON THIS AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

MEETING OF THE PERSONNEL/HUMAN SERVICES COMMITTEE ON TUESDAY, December 17, 2019, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:00 P.M. by Chair Ryder.

Roll call:

MOTION NO.

| COMMISSIONERS PRESENT | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|----------------------------------|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| TOM RYDER, CHAIR | P | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| MICHAEL E. LUTZ, VICE CHAIR | P | Y | Y | S/Y | Y | M/Y | M/Y | S/Y | Y | M/Y | Y | M/Y |
| ERNIE KRYGIER | P | M/Y | Y | Y | M/Y | S/Y | Y | Y | S/Y | Y | M/Y | S/Y |
| VAUGHN J. BEGICK | P | Y | Y | Y | S/Y | Y | Y | Y | Y | Y | Y | Y |
| KIM COONAN | P | Y | M/Y | MY | Y | Y | Y | M/Y | M/Y | S/Y | Y | Y |
| THOMAS M. HEREK | P | Y | S/Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| MICHAEL J. DURANCZYK, EX OFFICIO | P | S/Y | Y | Y | Y | Y | S/Y | Y | Y | Y | S/Y | Y |
| | | | | | | | | | | | | |

MOTION NO.

| COMMISSIONERS PRESENT | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
|----------------------------------|--|----|----|----|----|----|----|----|----|----|----|----|
| TOM RYDER, CHAIR | | | | | | | | | | | | |
| MICHAEL E. LUTZ, VICE CHAIR | | | | | | | | | | | | |
| ERNIE KRYGIER | | | | | | | | | | | | |
| VAUGHN J. BEGICK | | | | | | | | | | | | |
| KIM COONAN | | | | | | | | | | | | |
| THOMAS M. HEREK | | | | | | | | | | | | |
| MICHAEL J. DURANCZYK, EX OFFICIO | | | | | | | | | | | | |
| | | | | | | | | | | | | |

MOTION NO.

| COMMISSIONERS PRESENT | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 |
|----------------------------------|--|----|----|----|----|----|----|----|----|----|----|----|
| TOM RYDER, CHAIR | | | | | | | | | | | | |
| MICHAEL E. LUTZ, VICE CHAIR | | | | | | | | | | | | |
| ERNIE KRYGIER | | | | | | | | | | | | |
| VAUGHN J. BEGICK | | | | | | | | | | | | |
| KIM COONAN | | | | | | | | | | | | |
| THOMAS M. HEREK | | | | | | | | | | | | |
| MICHAEL J. DURANCZYK, EX OFFICIO | | | | | | | | | | | | |
| | | | | | | | | | | | | |

OTHERS PRESENT: J.BARCIA, C.GIGNAC, C.GOULET, H.BRADY-PITCHER, B.KRAUSE, J.STRASZ, A.LaBEAN, B.KLIMAZEWSKI, E.EURICH, J.COPPENS, R.REDMOND, N.PAIGE (BCTV), D.BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN;E-EXCUSED; A-ABSENT

-/-

**PERSONNEL/HUMAN SERVICES COMMITTEE
MINUTES
TUESDAY, DECEMBER 17, 2019
PAGE 2**

MOTION NO.

NOTE: In addition to these typed minutes, this Committee meeting was also video taped by BCTV and those tapes are available for review in the Administrative Services Department or can be viewed on Bay County's website www.baycounty-mi.gov/executive/videos.

- 1 **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE NOVEMBER 19, 2019 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

Public input was called with no one wishing to address the Committee.

- 2 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE INTERIM MIDC CONTRACT AND MIDC CONTRACT FOR 2019-2020 (OFFICE OF CRIMINAL DEFENSE).***
- 3 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A FULL TIME DISPATCHER POSITION (IF NEEDED) IN 911 CENTRAL DISPATCH (PERSONNEL).***
- 4 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST FILL A PART TIME HOME SERVICES WORKER POSITION AND A PART TIME COOK POSITION IN THE DEPARTMENT ON AGING (PERSONNEL).***
- 5 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL AN ANTICIPATED FULL TIME PUBLIC HEALTH NURSE VACANCY IN THE HEALTH DEPARTMENT (PERSONNEL).***
- 6 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A FULL TIME ACCOUNT CLERK III VACANCY IN THE FINANCE DEPARTMENT (PERSONNEL).***
- 7 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL MIDC GRANT FUNDED POSITIONS AS FOLLOWS: PART TIME LEGAL SECRETARY; FULL TIME STAFF ATTORNEY IN THE OFFICE OF CRIMINAL DEFENSE; FULL TIME STAFF ATTORNEY IN THE OFFICE OF PUBLIC DEFENDER (PERSONNEL).***

* APPROVED BY THE FULL BOARD 12/17/19.

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**PERSONNEL/HUMAN SERVICES COMMITTEE
MINUTES
TUESDAY, DECEMBER 17, 2019
PAGE 3**

MOTION NO.

8 **MOVED, SUPPORTED AND CARRIED TO REFER THE ADDITION OF A FULL TIME INFORMATION TECHNOLOGY TRAINING SPECIALIST TO THE INFORMATION SYSTEMS DEPARTMENT TO THE JANUARY PERSONNEL/ HUMAN SERVICES COMMITTEE MEETING (PERSONNEL).**

9 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE UNION RATIFIED 2020-2022 LABOR AGREEMENTS (PERSONNEL).**

Congratulations on a job well done were extended to the Personnel Director and her team for their time and efforts in finalizing the negotiations successfully.

10 **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE OCTOBER REPORT PROVIDED BY THE OFFICE OF ASSIGNED COUNSEL.**

11 **MOVED, SUPPORTED AND CARRIED TO APPROVE THE REQUESTED MMRMA BUDGET ADJUSTMENT FOR UNEXPECTED REPAIR WORK TO A VETERANS TRANSPORTATION VEHICLE (ADMINISTRATIVE SERVICES).**

12 **MOVED, SUPPORTED AND CARRIED TO AUTHORIZE THE BOARD COORDINATOR TO ELECTRONICALLY SIGN THE SIX (6) TREATMENT COURT GRANTS APPROVED BY THE BAY COUNTY BOARD OF COMMISSIONERS ON NOVEMBER 12, 2019 - RESOLUTION NO. 2019-256.**

Cristen Gignac, Director of Recreation and Facilities, advised that she was informed by e-mail that Bay County's grant for the bathhouse at Pinconning Park has been approved and formal notification will be received in the near future. She will be presenting this for formal acceptance in January or February. Board Chair Duranczyk that Ms. Gignac, Joel Strasz and Laura Ogar for their efforts in securing this grant.

The Director of Administrative Services Craig Goulet reported on the outcome of recent adoption event at Animal Services and Adoption Center - 8 dogs and 12 cats found their forever homes.

There being no further business, it was

13 **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:08 P.M.).**

Submitted by:

Deanne Berger

Deanne Berger, Board Coordinator

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BAY COUNTY TREASURER

Shawna S. Walraven
County Treasurer
walravens@baycounty.net

Holly Kukla
Deputy Treasurer
kuklah@baycounty.net

TO: Tom Ryder, Chair, Personnel & Human Services Committee
FROM: Shawna S. Walraven, Bay County Treasurer
RE: Position Update
DATE: January 13, 2020

Background:

The Treasurer's Office staff is comprised of the Treasurer, Deputy Treasurer, two Staff Accountants, two Account Clerk IIIs and one Account Clerk II. Historically, each of these Account Clerk positions have performed separate and distinct work with minimal cross-training to be able to assist one another. There is an upcoming vacancy in the Account Clerk II position. This vacancy is creating an opportunity to rearrange the positions to a more efficient and effective use of staff. The Account Clerk II job description and both Account Clerk III job descriptions would be updated to include all of the duties performed by Account Clerks in the Treasurer's Office. The work would then be divided and performed on a rotating basis by all Account Clerks in the Treasurer's Office. This would allow better internal controls since no one person would be completely performing all of the functions. This would also allow each Account Clerk to fill-in during a time that another Account Clerk was sick or on vacation. Routinely performing all of the duties would also create layers of training and build organizational knowledge in the Office. The Deputy Treasurer is currently the "back-up" for any Account Clerk. This change would allow her to focus on her own duties and special projects.

Financial Considerations:

The Account Clerk II position is currently a TU06 classification and the Account Clerk III positions are TU07 classifications. The TU07 top rate is \$18.27 and the TU06 is \$16.55. This equates to a difference of \$3,577.60 per year ($\$1.72 \times 2080 = \$3,577.60$), in addition the % based fringe rate is 13.59% which adds an additional \$486.20. This brings the approximate annual total of reclassifying one TU06 position to a TU07 position to \$4,063.80 annually. Additional general funds are required.

RECOMMENDATION: THAT THIS BOARD AUTHORIZE UPDATING THE VACANT POSITION FROM AN ACCOUNT CLERK II TO AN ACCOUNT CLERK III FOR THE MOST EFFICIENT USE OF PERSONNEL. IN ADDITION, APPROVE ALL NECESSARY BUDGET ADJUSTMENTS.

BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 11, 2020

RESOLUTION

- BY:** PERSONNEL/HUMAN SERVICES COMMITTEE (1/21/20)
- WHEREAS,** The Treasurer's Office staff is comprised of the Treasurer, Deputy Treasurer, two Staff Accountants, two Account Clerk IIIs and one Account Clerk II and, historically, each of these Account Clerk positions have performed separate and distinct work with minimal cross-training to be able to assist one another; and
- WHEREAS,** There is an upcoming vacancy in the Account Clerk II position and this vacancy is creating an opportunity to rearrange the positions to a more efficient and effective use of staff; and
- WHEREAS,** The Account Clerk II job description and both Account Clerk III job descriptions would be updated to include all of the duties performed by Account Clerks in the Treasurer's Office and the work would then be divided and performed on a rotating basis by all Account Clerks in the Treasurer's Office allowing for better internal controls since no one person would be completely performing all of the functions; and
- WHEREAS,** This would also allow each Account Clerk to fill-in during a time that another Account Clerk was sick or on vacation; and
- WHEREAS,** Routinely performing all of the duties would also create layers of training and build organizational knowledge in the Office; and
- WHEREAS,** The Deputy Treasurer is currently the "back-up" for any Account Clerk and this change would allow her to focus on her own duties and special projects; and
- WHEREAS,** The Account Clerk II position is currently a TUO6 classification and the Account Clerk III positions are TUO7 classifications; the TUO7 top rate is \$18.27 and the TUO6 is \$16.55 equating to a difference of \$3,577.60 per year ($\$1.72 \times 2080 = \$3,577.60$); in addition the % based fringe rate is 13.59% which adds an additional \$486.20 bringing the approximate annual total of reclassifying one TUO6 position to a TUO7 position to \$4,063.80 annually; and
- WHEREAS,** Additional general funds are required; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves reclassification of the vacant position in the Treasurer's Office from an Account Clerk II to an Account Clerk III for the most efficient use of personnel; Be It Further
- RESOLVED** That an appropriation of approximately \$4,100 from Fund Balance is approved and related budget adjustments, if required, are approved.

TOM RYDER, CHAIR
AND COMMITTEE

Treasurer - Account Clerk II Reclass

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|----------------------|---|---|---|-----------------|---|---|---|-----------------|---|---|---|
| MICHAEL J. DURANCZYK | | | | KIM J. COONAN | | | | MICHAEL E. LUTZ | | | |
| ERNIE KRYGIER | | | | THOMAS M. HEREK | | | | | | | |
| VAUGHN J. BEGICK | | | | TOM RYDER | | | | | | | |

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____

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BAY COUNTY BOARD OF COMMISSIONERS

515 CENTER AVENUE, SUITE 405, BAY CITY, MICHIGAN 48708-5125

(989) 895-4120 FAX (989) 895-4226 TDD (989) 895-4049

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MICHAEL J. DURANCZYK
CHAIRMAN
1ST DISTRICT

MICHAEL E. LUTZ
VICE CHAIRMAN
7TH DISTRICT

VAUGHN J. BEGICK
SERGEANT AT ARMS
3RD DISTRICT

ERNIE KRYGIER
2ND DISTRICT

KIM COONAN
4TH DISTRICT

THOMAS M. HEREK
5TH DISTRICT

TOM RYDER
6TH DISTRICT

ROBERT J. REDMOND
FINANCIAL ANALYST
(989) 895-4125
redmondr@baycounty.net

DEANNE C. BERGER
BOARD COORDINATOR
(989) 895-4121
bergerd@baycounty.net

To: Thomas Ryder, Chairman
Personnel and Human Services Committee

From: Michael J. Duranczyk, Chair
Bay County Board of Commissioners

Re: Mileage Reimbursement for Commissioners'
travel during the Course of County Business

Date: January 15, 2020

BACKGROUND:

On December 17, 2020, the Board of Commissioners approved the 2020 General Appropriation Budget Act Resolution, which included a provision for mileage reimbursement for Commissioners for all travel made in the course of County business, including travel miles incurred to and from a Commissioner's place of residence, at the annual IRS approved mileage rate. Inclusion of this mileage reimbursement provision was an attempt to update a resolution passed by the Board in February, 1969 (the "1969 Resolution") which, due to clerical oversight, had not been included in each subsequent year's General Appropriation Budget Act Resolution as needed to update the changing nature of the Board member's travel responsibilities, as well as the mileage reimbursement rate (the 1969 Resolution currently only provides mileage reimbursement at the rate of .10 per mile, which directly contradicts the County's own travel policy applicable to employees). As this conflict was discovered in fiscal year 2019, the 2020 General Appropriation Budget Act Resolution included language to address this conflict and update the reimbursable travel allowances in 2020 and moving forward, however an additional resolution is needed to apply this travel reimbursement provision retroactively for fiscal year 2019. This will enable the County to comply with past practice as well as to avoid a conflict in the mileage reimbursement rate provided by the 1969 Resolution and the County's travel policy applied to County employees for 2019 mileage reimbursements to Commissioners.

FINANCIAL IMPACT:

The financial impact of this retroactive change should amount to no more than \$2,821.61 dollars, as it is limited to one fiscal year.

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BAY COUNTY BOARD OF COMMISSIONERS

515 CENTER AVENUE, SUITE 405, BAY CITY, MICHIGAN 48708-5125

(989) 895-4120 FAX (989) 895-4226 TDD (989) 895-4049

e-mail address: bergerd@baycounty.net

www.baycounty-mi.gov

RECOMMENDATION:

That the Board approve a resolution approving mileage reimbursement for Commissioners who have submitted mileage reimbursement requests for travel in the year 2019 for travel made in the course of County business, including travel miles incurred to and from a Commissioner's place of residence, at the IRS approved mileage reimbursement rate for the year 2019, and approve any necessary budget adjustments. Any Commissioner who wishes to receive mileage reimbursement for the year 2019 must submit mileage reimbursement requests and supporting documentation no later than January 30, 2020.

BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 11, 2020

RESOLUTION

- BY:** PERSONNEL/HUMAN SERVICES COMMITTEE (1/21/20)
- WHEREAS,** On December 17, 2020, the Board of Commissioners approved the 2020 General Appropriation Budget Act Resolution, which included a provision for mileage reimbursement for Commissioners for all travel made in the course of County business, including travel miles incurred to and from a Commissioner's place of residence, at the annual IRS approved mileage rate; and
- WHEREAS,** Inclusion of this mileage reimbursement provision was an attempt to update a resolution passed by the Board in February, 1969 (the "1969 Resolution") which, due to clerical oversight, had not been included in each subsequent year's General Appropriation Budget Act Resolution as needed to update the changing nature of the Board member's travel responsibilities, as well as the mileage reimbursement rate (the 1969 Resolution currently only provides mileage reimbursement at the rate of .10 per mile, which directly contradicts the County's own travel policy applicable to employees); and
- WHEREAS,** As this conflict was discovered in fiscal year 2019, the 2020 General Appropriation Budget Act Resolution included language to address this conflict and update the reimbursable travel allowances in 2020 and moving forward, however an additional resolution is needed to apply this travel reimbursement provision retroactively for fiscal year 2019; and
- WHEREAS,** This will enable the County to comply with past practice as well as to avoid a conflict in the mileage reimbursement rate provided by the 1969 Resolution and the County's travel policy; and
- WHEREAS,** The financial impact of this retroactive change should amount to no more than \$2,821.61 dollars, as it is limited to one fiscal year; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves mileage reimbursement for Commissioners who have submitted mileage reimbursement requests for travel in the year 2019 for travel made in the course of County business, including travel miles incurred to and from a Commissioner's place of residence, at the IRS approved mileage reimbursement rate for the year 2019, and approve any necessary budget adjustments; Be It Further
- RESOLVED** That any Commissioner who wishes to receive mileage reimbursement for the year 2019 must submit mileage reimbursement requests and supporting documentation no later than January 30, 2020.

TOM RYDER, CHAIR
AND COMMITTEE

Commissioners - 2019 Mileage Reimbursement

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|----------------------|---|---|---|-----------------|---|---|---|-----------------|---|---|---|
| MICHAEL J. DURANCZYK | | | | KIM J. COONAN | | | | MICHAEL E. LUTZ | | | |
| ERNIE KRYGIER | | | | THOMAS M. HEREK | | | | | | | |
| VAUGHN J. BEGICK | | | | TOM RYDER | | | | | | | |

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____



**BAY COUNTY
PERSONNEL & EMPLOYEE RELATIONS**

James A. Barcia
County Executive

Tiffany Jerry
Director
jerryt@baycounty.net

To: Tom Ryder, Chairperson, Personnel/Human Services Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations

Date: January 15, 2020

RE: Personnel/Human Services Committee Agenda

Please consider the following item for the agenda of your committee meeting scheduled for January 21, 2020.

Background:

In recent years, paid parental leave has become an increasing topic of concern in America. In mid-December, 2019 The Senate passed legislation that would provide federal workers with paid time off for parents following the birth, adoption or fostering of a child.

At the January 7, 2020 Ways and Means Committee meeting, a motion was made requesting Administration draft a Paid Parental Leave policy. Full time employees receive benefits provided by various collective bargaining agreements and the personnel policy including vacation, sick and personal time. The County does not currently offer paid parental leave however eligible employees are permitted to utilize paid leave balances and may qualify for various levels of sickness and accident benefits following the birth or adoption of a child. In an effort to continue growing the family friendly culture for employees, the attached paid parental leave policy has been drafted. The policy was drafted considering both the needs of employees while balancing the cost to the County. Personnel surveyed several Michigan counties to inquire whether they offer paid parental leave. One out of eight counties that responded offers the benefit. With consideration given to the financial condition of Bay County, the policy does not offer the same level of benefits the proposed paid parental leave may offer to federal employees; however it is a step in the right direction for families.

Finance/Economics:

Based on recent years, the cost to the County is approximately \$20,000 annually. This cost will vary depending on births/adoptions each year. The funding will be provided through the Self Insurance Fund.

Recommendations:

Refer to full board for approval, subject to Corporation Counsel review, of policy and any necessary budget adjustments.

BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 11, 2020

RESOLUTION

- BY: PERSONNEL/HUMAN SERVICES COMMITTEE (1/21/2020)
- WHEREAS, In recent years, paid parental leave has become an increasing topic of concern in America and, in mid- December, 2019 the Senate passed legislation that would provide federal workers with paid time off for parents following the birth, adoption or fostering of a child; and
- WHEREAS, At the January 7, 2020 Ways and Means Committee meeting, a motion was made requesting Administration draft a Paid Parental Leave Policy; and
- WHEREAS, Full time employees receive benefits provided by various collective bargaining agreements and the Personnel Policy including vacation, sick and personal time; and
- WHEREAS, The County does not currently offer paid parental leave however eligible employees are permitted to utilize paid leave balances and may qualify for various levels of sickness and accident benefits following the birth or adoption of a child; and
- WHEREAS, In an effort to continue growing the family friendly culture for employees, the attached Paid Parental Leave Policy has been drafted considering both the needs of employees while balancing the cost to the County; and
- WHEREAS, Personnel surveyed several Michigan counties to inquire whether they offer paid parental leave and one out of eight counties that responded offers the benefit; and
- WHEREAS, With consideration given to the financial condition of Bay County, the Policy does not offer the same level of benefits the proposed paid parental leave may offer to federal employees; however it is a step in the right direction for families; and
- WHEREAS, Based on recent years, the cost to the County is approximately \$20,000 annually; this cost will vary depending on births/adoptions each year the funding will be provided through the Self Insurance Fund; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners approves the attached Paid Parental Leave Policy, subject to review of Corporation Counsel; Be It Further
- RESOLVED That budget adjustments related to this Policy, if required, are approved.

TOM RYDER, CHAIR
AND COMMITTEE

Personnel - Paid Parental Leave Policy

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|----------------------|---|---|---|-----------------|---|---|---|-----------------|---|---|---|
| MICHAEL J. DURANCZYK | | | | KIM J. COONAN | | | | MICHAEL E. LUTZ | | | |
| ERNIE KRYGIER | | | | THOMAS M. HEREK | | | | | | | |
| VAUGHN J. BEGICK | | | | TOM RYDER | | | | | | | |

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____

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Paid Parental Leave Policy

Purpose/Objective

Bay County will provide up to four weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births or adoptions occurring on or after February 1, 2020

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the County as a full time, permanent employee for at least one calendar year.
- An eligible parent is a mother or father with parental rights to the child.
- The adoption of a spouse or significant others child is excluded from this policy.
- Employee is required to work for the County for 12 weeks following the parental leave. An exception may be made if employee has a medical reason for not returning.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of four weeks of paid parental leave per birth or adoption of child/children. The fact that a multiple birth or adoption occurs (e.g., the birth of twins or adoption of siblings) does not increase the four week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than four weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption occurs within that 12-month time frame.
- Each week of paid parental leave is compensated at 50 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
- Approved paid parental leave may be taken at any time during the 12 week period immediately following the birth or adoption of a child with the employee. Paid parental leave may not be used or extended beyond this 12 week time frame.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 12 week time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12 week time frame.
- Upon termination of the individual's employment with the County, he or she will not be paid for any unused paid parental leave for which he or she was eligible.
- Employees are permitted to augment the 50% paid parental leave amount to 100% by utilizing their paid leave banks (sick, personal, vacation).
- If both parents are employed by the County, a total of four weeks can be utilized and cannot run concurrently (meaning if they want to split the four weeks, they can't both be off the same two weeks by utilizing parental leave)

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or adoption of a child, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The County will maintain health and life insurance benefits for employees during the paid parental leave period just as if they were taking any other County paid leave such as paid vacation leave or paid sick leave. During paid parental leave, employee will not accrue retirement credit or additional paid time off benefits.
- If a County holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on FMLA-qualifying leave.

Requests for Paid Parental Leave

- The employee will provide his or her supervisor and the personnel department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary personnel forms and provide all documentation as required by the personnel department to substantiate the request.
- As is the case with all County policies, the County has the exclusive right to interpret this policy.
- This policy does not supersede any provision of a collective bargaining agreement. Whichever policy gives employees the greater benefit will prevail.



**BAY COUNTY
PERSONNEL DEPARTMENT**

James A. Barcia
County Executive

Tiffany Jerry
Director
jerryt@baycounty.net

To: Tom Ryder, Chairman, Personnel/Human Services Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations

Date: January 15, 2020

Re: **Personnel/Human Services Committee Agenda**

Please consider the following items for the agenda of your committee meeting scheduled for January 21, 2020.

1. **Request (Vacancy):**

Chris Izworski has submitted a request to hire a full-time 9-1-1 dispatcher with Bay County Central Dispatch, if needed.

Background:

Due to the high turnover and the nature of 9-1-1 dispatcher positions, this is an attempt to maintain minimum staffing levels at Central Dispatch.

Finance/Economics:

Full-time position with benefits as provided for within the GELC labor agreement, although union membership is voluntary. Entry level rate of pay is \$16.17 per hour. Funds exist within the current existing budget.

Recommendation:

Please refer to the full board for approval to hire a full-time 9-1-1 dispatcher, if needed.

2. **Request (Vacancy):**

Sheriff Cunningham has submitted a request to post and fill one full-time road patrol deputy position.

Background:

Vacancy is due to a resignation with an effective date of January 4, 2020.

Finance/Economics:

This is a full-time position with benefits at \$19.21 per hour (POAM labor agreement). There will be no additional cost to Bay County for this position as this position is budgeted.

Recommendation:

Please refer to the full board for approval to hire one full-time road patrol deputy. Also please approve any necessary budget adjustments when required in filling this position in order to maintain minimum shift staffing and reducing cost for overtime wages.

3. **Request (DNR Grant Positions/Seasonal Vacancies):**

Sheriff Troy Cunningham has submitted a request to participate in the Marine Safety Grant Program; hiring 5 supervisors and 25 marine deputies.

Background:

Each year the Bay County Sheriff's Office participates in the Marine Safety Program offered through the Michigan Department of Natural Resources & Environment. This grant provides funding for equipment as well as other expenditures used for boater safety education and enforcement in Bay County. The Marine Safety Grant provides for marine patrols during each boating season in Bay County.

Finance/Economics:

Marine deputies are paid \$11 per hour and the supervisors are paid \$12 per hour, with no benefits. The DNRE agrees to reimburse Bay County a sum of money equal to 75% of total eligible costs for operation of the Marine Safety Program, but not to exceed our grant allocation of \$21,000. A total match of at least 25% of total eligible costs is required for this reimbursement. The Marine Safety Grant has been approved in the 2020 budget.

Recommendation:

Please refer to the full board for approval to hire 5 supervisors and 25 marine deputies.

4. **Request (Vacancy):**

The Department on Aging has submitted a request to post and fill a part-time In Home Services Worker position.

Background:

Vacancy is due to the employee accepting a different position with the Department on Aging.

Finance/Economics:

This is a part-time position with limited benefits as provided for in the USW Part-time labor agreement, although union membership is voluntary. Entry level rate of pay is \$11.13 to \$11.94 per hour, depending upon assignment. This position is included in the current budget and no additional general funds are necessary.

Recommendation:

Please refer to the full board for approval to post and fill a part-time In Home Services Worker position with the Department on Aging.

5. **Request (Vacancy):**

Jan Histed has submitted a request to post and fill a part-time Staff Accountant position in the Finance Department.

Background:

Vacancy is due to an employee resigning effective January 9, 2020.

Finance/Economics:

This is a part-time position with limited benefits as provided for within the BCAMPS labor agreement, although union membership is voluntary. Entry level rate of pay is \$1,231.34 biweekly based on 29 hours per week (BT06). Funds are budgeted in the 2020 adopted budget. This position is shared between Accounting and Budget areas of the Finance Department.

Recommendation:

Please refer to the full board for approval to post and fill a part-time Staff Accountant position in the Finance Department.

6. **Request (Vacancy):**

We are in receipt of a request to post and fill the Operations Supervisor position with Mosquito Control.

-14-

Background:

Vacancy is the result of the retirement of Robert Kline after 35 years of service.

Finance/Economics:

Full time position with benefits as provided for within the BCAMPS labor agreement although union membership is voluntary. Biweekly entry level is \$1,723.20 (MB07). Funds exist in the 2020 budget.

Recommendation:

Please refer to the full board for approval to post and fill the Operations Supervisor position with Mosquito Control.

7. **Request (Seasonal Vacancies):**

We are in receipt of a request to post and fill the seasonal staff positions with Mosquito Control.

Background:

The effectiveness and success of the Bay County Mosquito Control program is dependent upon the capabilities of the seasonal workforce who perform the treatments. Mosquito Control has requested to hire 32 seasonal field and/or biology technicians for the 2020 treatment season. All technicians are required to become MDARD certified pesticide applicators upon hire.

Finance/Economics:

Due to the increase in minimum wage to \$9.65 and as approved in the 2020 budget, wages will be \$10.15 - \$10.90 for day shift employees and \$10.65 to \$11.40 for night shift employees. Funding currently exists in the 2020 temporary line item budget.

Recommendation:

Please refer to the full board to post and fill the seasonal positions with Mosquito Control at the recommended pay rate following Board approval, reference and background checks, drug testing, legal review and approval of any necessary budget adjustments.

8. **Request (Unpaid Leave of Absence):**

Request approval from the Board of Commissioners for an unpaid leave of absence.

Background:

Jane Good is a part-time Site Coordinator with the Department on Aging. Ms. Good has submitted a request for an unpaid leave of absence for medical purposes. At this time it is unknown when she might be able to return to work, however it will be beyond 45 calendar days. As per the USW part-time labor agreement, an unpaid leave request over 45 days, must be approved by the Department Head and the Board of Commissioners and/or County Executive.

Finance/Economics:

This is an unpaid leave.

Recommendation:

Please refer to the full board for approval of an unpaid leave of absence for Jane Good not to exceed 180 days as per the USW part-time labor agreement.

Thank you for your consideration and approval of any necessary budget adjustments related to the aforementioned requests. If you have any questions or concerns, please feel free to contact me.

cc: Jim Barcia
Amber Davis-Johnson
Jan Histed
Kim Priessnitz
Chris Izvorski

Troy Cunningham
Chris Mausolf
Beth Eurich
Jessica Somerlott
Laura Ogar

Rebecca Brandt
Joel Kwiatkowski
Wanda Rau

-15-

BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 11, 2019

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (1/21/20)

RESOLVED By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies/new positions, monies for said positions to come from the respective departmental budgets:

A. VACANCIES (BUDGETED)

1. 9-1-1 Central Dispatch - Dispatcher (full time; \$16.17/hr. entry)
2. Sheriff's Office
 - a. Road Patrol Deputy (full time; \$19.21/hr. entry)
 - b. Marine Patrol (Grant Funded):
 1. Supervisors (5) (\$12.00/hr)
 2. Marine Deputies (25) (\$11.00/hr.)
3. Department on Aging - Home Services Worker (part time; \$11.13 to \$11.94/hr. entry depending n assignment)
4. Finance Department - Staff Accountant (part time; \$1,232.34/bi-weekly entry)
5. Mosquito Control
 - a. Operations Supervisor (full time; \$1,723.20/bi-weekly entry)
 - b. Seasonal Staff Positions - 32 Field and/or Biology Technicians (\$10.15 - \$10.90 for day shift employees; \$10.65 - \$11.40 for night shift employees)

RESOLVED That budget adjustments, if required, are approved; Be It Further

RESOLVED That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced.

**TOM RYDER, CHAIR
AND COMMITTEE**

Vacancies

MOVED BY COMM. _____
SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|----------------------|---|---|---|-----------------|---|---|---|-----------------|---|---|---|
| MICHAEL J. DURANCZYK | | | | KIM J. COONAN | | | | MICHAEL E. LUTZ | | | |
| ERNIE KRYGIER | | | | THOMAS M. HEREK | | | | | | | |
| VAUGHN J. BEGICK | | | | TOM RYDER | | | | | | | |

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION _____

-16-



Troy R. Cunningham
Sheriff Of Bay County

Christopher D. Mausolf
Undersheriff

Troy A. Stewart
Jail Administrator

DATE: December 20, 2019

TO: Tiffany Jerry
Director of Personnel

RECEIVED

FROM: Sheriff Troy R. Cunningham *TRC*

DEC 20 2019

SUBJECT: Road Patrol Deputy Position

PERSONNEL DEPARTMENT

BACKGROUND:

Due to a resignation there will be a vacant position for one (1) full time Road Patrol Deputy at the Sheriff's Office, effective as of January 4, 2020. The Road Patrol position is budgeted for in the 2020 County Budget. I am requesting the position be filled in order to maintain adequate staffing.

FINANCE/ECONOMICS:

There will be no additional cost to Bay County for this position. This is a budgeted position (10131500), which have a starting rate of pay at \$18.83 per hour, also is a P.O.A.M. Union position. *19.01*

RECOMMENDATION:

The opening will be effective January 5, 2020, I am requesting approval(s) and authorization for the hiring of one full time Road Patrol Deputy. Your cooperation and assistance to conduct necessary budget adjustments when required is greatly appreciated in filling this position in order to maintain minimum shift staffing and reducing cost for overtime wages.

CC: Christopher D. Mausolf, Undersheriff
Tom Ryder, Chairman Personnel/Human Services
Deanne Berger, Board Coordinator
Jan Histed, Finance Director
Kim Priessnitz, Assistant Finance Director
Michele Reilly, Personnel (10131500)
File Copy

Ls/Personnel.rd-position12-19





Troy R. Cunningham
Sheriff Of Bay County

Christopher D. Mausolf
Undersheriff

Troy A. Stewart
Jail Administrator

RECEIVED

JAN - 7 2020

DATE: January 7, 2020

TO: Tiffany Jerry, Personnel Director

FROM: Sheriff Troy R. Cunningham *TR*

PERSONNEL DEPARTMENT

SUBJECT: 2020 Marine Personnel – DNR Grant Positions

BACKGROUND:

Each year the Bay County Sheriff's Office participates in the Marine Safety Grant Program offered through the Michigan Department of Natural Resources & Environment. This grant provides funding for equipment as well as other expenditures used for boater safety education and enforcement in Bay County. The Marine Safety Grant provides for Marine patrols during each boating season in Bay County. I am requesting five Supervisors at the rate of \$12.00 per hour and twenty-five (25) marine deputies at the rate of \$11.00 per hour.

FINANCE/ECONOMICS:

The DNRE agrees to reimburse Bay County a sum of money equal to 75% of total eligible costs for operation of the Marine Safety Program, but not to exceed our grant allocation of \$21,000.00. A total match of at least 25% of total eligible costs is required for this reimbursement. The Marine Safety Grant has been approved in the 2020 Budget Year.

RECOMMENDATION:

I am requesting approval of the Board of Commissioners to participate in this program as well as authorize the Finance Department to make any required budget adjustments and expenditures.

CC: Undersheriff Christopher D. Mausolf
Tom Ryder, Chairman, Personnel/Human Services;
Deanne Berger, B.O.C.
Jan Histed, Finance Director
Kim Priessnitz, Assistant Finance Officer
Michele Zook, Personnel Department (10133100-70500)

Is/Personnel.MarinePTpositions2020

-18-



**BAY COUNTY
DEPARTMENT ON AGING**

**James A. Barcia
County Executive**

January 8, 2020

RECEIVED

Tiffany Jerry
Personnel Director

JAN - 8 2020

Beth Eurich, LBSW
Bay County Department on Aging Director

PERSONNEL DEPARTMENT

Request:

To post and fill one Part-Time In-Home Services Worker, up to 29 hours per week.

Background:

The current Part-Time employee has accepted another position within the County 1/8/2020.

Finance/Economics:

This is a Part-Time Position with limited benefits as provided for within the USW Part-Time Labor agreement, although union membership is voluntary. Rate of pay is \$10.91 (TS03) to \$11.71 (TS04) per hour, per work assignment, progressing to \$12.55 (TS03) to \$13.74 (TS04) per hour, after 4 years. It is an existing, budgeted position.

Recommendation:

To post and fill the Part-Time In-Home Services Position.

Kind Regards,

Jessica Somerlott, LBSW
Senior Services Manager



**BAY COUNTY
FINANCE/INFORMATION SYSTEMS**

James A. Barcia
County Executive

Jan M. Histed
Finance Officer
histedj@baycounty.net

Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycounty.net

Frances A. Moore
Purchasing/Housing Rehab
mooraf@baycounty.net

Julie A. Coppens
Information Systems Manager
coppensj@baycounty.net

TO: Tiffany Jerry, Director of Personnel & Employee Relations

FROM: Jan Histed, Finance Officer / Information Systems Director

DATE: January 2, 2020

RE: Finance Department Part-Time Staff Accountant Position (PB06)

RECEIVED

JAN - 2 2020

PERSONNEL DEPARTMENT

Request: To gain approval to post and fill the current Vacant Part-Time Staff Accountant position within the Finance Department.

Background: This position was reduced to Part-Time in the 2018 County Budget. This position is vacant due to a staff resignation effective January 9, 2020.

Economics: All funding for this position is included in the 2020 Board Adopted Budget. This finance position is shared between the Accounting and Budget areas of the Finance Department.

Recommendation: It is recommended that this vacant Part-Time Staff Accountant position be approved to be posted & filled. No budget adjustments are necessary.

BAY COUNTY MOSQUITO CONTROL
810 Livingston Ave
Bay City, Michigan 48708

REBECCA J. BRANDT, MANAGER
brandtr@baycounty.net

Phone (989) 894-4555
Fax (989) 894-0526
TDD (989) 895-4049
<http://www.baycounty-mi.gov>



JAMES BARCIA
County Executive

LAURA OGAR, DIRECTOR
ogarl@baycounty.net

Community Initiatives
Geographic Information Systems
Gypsy Moth Suppression Program
Mosquito Control
Transportation Planning

To: Tiffany Jerry, Director
Bay County Personnel

Through: Laura Ogar, Director
Environmental Affairs & Community Development

From: Rebecca J. Brandt, Manager
Bay County Mosquito Control

Date: January 8, 2020

Re: Request to Post and Fill Operations Supervisor Position

BACKGROUND:

There is an Operations Supervisor vacancy at Mosquito Control as a result of the retirement of Robert Kline after 35 years of service.

FINANCE:

This is a full-time position with benefits in the BCAMPS union, although membership is voluntary. The wage at hire is \$1,723.20 bi-weekly (MB07), progressing to \$1,891.20 bi-weekly after 4 years. Funds currently exist in budget line item 703.00.

RECOMMENDATION:

To post and fill the Operations Supervisor position following Board approval, reference checks, drug testing and legal review, as well as approval of any necessary budget adjustments related to this request. Thank you for your consideration.

cc: James Barcia
Michele Zook
Deanne Berger

-21-

BAY COUNTY MOSQUITO CONTROL

810 Livingston
Bay City, Michigan 48708

REBECCA BRANDT, MANAGER

brandtr@baycounty.net

Phone (989) 894-4555

Fax (989) 894-0526

TDD (989) 895-4049

<http://www.baycounty-mi.gov>



JAMES A. BARCIA
County Executive

LAURA OGAR, DIRECTOR
ogarl@baycounty.net

Community Initiatives
Geographic Information Systems
Gypsy Moth Suppression Program
Mosquito Control
Transportation Planning

To: Tiffany Jerry, Director
Bay County Personnel

Through: Laura Ogar, Director
Bay County Environmental Affairs & Community Development

From: Rebecca Brandt, Manager
Bay County Mosquito Control

Date: January 14, 2020

Re: Request to Post and Fill Seasonal Staff Positions

BACKGROUND:

The effectiveness and success of the Bay County Mosquito Control program is dependent upon the capabilities of our seasonal workforce who perform our treatments. Mosquito Control requests to hire 32 seasonal field and/or biology technicians for the 2020 treatment season. All technicians are required to become MDARD certified pesticide applicators upon hire.

FINANCE:

Due to the increase in minimum wage to \$9.65 and as approved in the 2020 budget, wages will be \$10.15-\$10.90 for day shift employees and \$10.65-\$11.40 for night shift employees. Funding currently exists in line item 705.00 Temporary Help.

| Day Shift | | | Night Shift | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1 st year | 2 nd year | 3 rd year | 1 st year | 2 nd year | 3 rd year |
| \$10.15 | \$10.65 | \$10.90 | \$10.65 | \$11.15 | \$11.40 |

RECOMMENDATION:

To post and fill 32 seasonal Mosquito Control positions at the recommended pay rate following Board approval, reference checks, drug testing, and legal review, as well as approval of any necessary budget adjustments related to this request. Thank you for your consideration.

cc: Jim Barcia
Michele Zook
Deanne Berger

BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 11, 2020

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (1/21/20)

WHEREAS, Jane Good, a part-time Site Coordinator, has submitted a request for an unpaid leave of absence for medical purposes; and

WHEREAS, At this time it is unknown when she might be able to return to work, however it will be beyond 45 calendar days; and

WHEREAS, As per the USW part-time labor agreement, an unpaid leave request over 45 days, must be approved by the Department Head and the Board of Commissioners and/or County Executive; and

WHEREAS, This is an unpaid leave; Therefore, Be It

RESOLVED By the Bay County Board of Commissioners that the unpaid leave of absence for Jane Good, not to exceed 180 days, is approved as per the USW part time labor agreement.

TOM RYDER, CHAIR
AND COMMITTEE

PERSONNEL - Leave of Absence - Jane Good (DOA)

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|----------------------|---|---|---|-----------------|---|---|---|-----------------|---|---|---|
| MICHAEL J. DURANCZYK | | | | KIM J. COONAN | | | | MICHAEL E. LUTZ | | | |
| ERNIE KRYGIER | | | | THOMAS M. HEREK | | | | | | | |
| VAUGHN J. BEGICK | | | | TOM RYDER | | | | | | | |

VOTE TOTALS:

ROLL CALL: YEAS____ NAYS____ EXCUSED____

VOICE: YEAS____ NAYS____ EXCUSED____

DISPOSITION: ADOPTED____ DEFEATED____ WITHDRAWN____

AMENDED____ CORRECTED____ REFERRED____ NO ACTION TAKEN____

-23-



1200 Washington Avenue Bay City, Michigan 48708
PHONE (989) 895-4009/FAX (989) 895-4014/TDD (989) 895-4049
www.baycounty-mi.gov/Health

James A. Barcia
Bay County Executive

Joel R. Strasz
Public Health Officer

TO: Tom Ryder, Chairperson, Personnel/Human Services Committee
FROM: Joel Strasz, Public Health Officer
DATE: January 15, 2020
CC: James Barcia, Kathleen Janer, Amber Davis-Johnson
RE: Memorandum of Understanding with the Michigan Department of Health and Human Services for Gastrointestinal Illness Outbreak Investigation Assistance

BACKGROUND:

Currently the Health Department investigates over 3,000 cases of reportable diseases in Bay County each year with a staff of two full-time nurses. Many investigations require diligent efforts to reach out to local residents and are time consuming. The Michigan Department of Health and Human Services (MDHHS) has developed and trained a team of students to assist local health departments by interviewing individuals and collecting data in connection with gastrointestinal illnesses. All data collected by the MDHHS interview team will be uploaded into the Michigan Disease Surveillance System (MDSS) and made accessible to the Health Department staff so that staff time is more efficient and the investigation made complete.

FINANCIAL CONSIDERATIONS:

There are no direct costs for this service. All expenses are covered by MDHHS Communicable Disease Programmatic funding.

RECOMMENDATION

Upon favorable review by Corporation Counsel, the Department recommends this Agreement be approved and signed by the Board Chair.

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BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 11, 2020

RESOLUTION

- BY: PERSONNEL/HUMAN SERVICES COMMITTEE (1/21/20)
- WHEREAS, Currently the Health Department investigates over 3,000 cases of reportable diseases in Bay County each year with a staff of two full-time nurses and many investigations require diligent efforts to reach out to local residents and are time consuming; and
- WHEREAS, The Michigan Department of Health and Human Services (MDHHS) has developed and trained a team of students to assist local health departments by interviewing individuals and collecting data in connection with gastrointestinal illnesses; and
- WHEREAS, All data collected by the MDHHS interview team will be uploaded into the Michigan Disease Surveillance System (MDSS) and made accessible to the Health Department staff so that staff time is more efficient and the investigation made complete; and
- WHEREAS, There are no direct costs for this service as all expenses are covered by MDHHS Communicable Disease Programmatic funding; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners approves the Memorandum of Understanding with the Michigan Department of Health and Human Services for Gastrointestinal Illness Outbreak Investigation Assistance and authorizes the Chairman of the Board to execute MOU on behalf of Bay County following Corporation Counsel review/approval; Be It Further
- RESOLVED That related budget adjustments, if required, are approved.

TOM RYDER, CHAIR
AND COMMITTEE

Health Dept - MOU - Gastrointestinal Illness Outbreak Investigation Assistance

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|----------------------|---|---|---|-----------------|---|---|---|-----------------|---|---|---|
| MICHAEL J. DURANCZYK | | | | KIM J. COONAN | | | | MICHAEL E. LUTZ | | | |
| ERNIE KRYGIER | | | | THOMAS M. HEREK | | | | | | | |
| VAUGHN J. BEGICK | | | | TOM RYDER | | | | | | | |

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____

-25-

**OFFICE OF ASSIGNED COUNSEL
MONTHLY REPORT
NOVEMBER, 2019**

| | | | | | 2017 | 2018 | 2019 |
|--|----|---------|----|---------------|------|----------------|------|
| Total Number of Arraignments: | | | | | 0 | 0 | 240 |
| VOP | 16 | Misd. | 47 | Arraign. Only | 35 | Misc. Arraign. | 2 |
| Felony | 35 | Traffic | 65 | FTA/FTP/VOB | 41 | | |
| Total Number of Referrals: | | | | | 163 | 158 | 176 |
| VOP | 13 | Misd. | 49 | Appeals | 2 | FOC | 0 |
| Felony | 37 | Traffic | 73 | PPO's | 2 | Paternity | 0 |
| Total Number of New Assignments: | | | | | 141 | 132 | 163 |
| VOP | 12 | Misd. | 42 | Appeals | 2 | FOC | 0 |
| Felony | 31 | Traffic | 64 | PPO's | 2 | Paternity | 0 |
| Total Number of Defendants Currently Representing - Assigned on New Charges: | | | | | 22 | 26 | 19 |
| VOP | 1 | Misd. | 5 | Appeals | 0 | FOC | 0 |
| Felony | 5 | Traffic | 8 | PPO's | 0 | Paternity | 0 |
| Total Number of Defendants denied Court Appointed Counsel: | | | | | 0 | 0 | 4 |
| VOP | 0 | Misd. | 2 | Appeals | 0 | FOC | 0 |
| Felony | 1 | Traffic | 1 | PPO's | 0 | Paternity | 0 |

ARRAIGNMENTS

JEFF MARTIN

| | | | | | |
|---------------------------|----|-----------------|--|--|-----|
| Total Arraignments: | | | | | 119 |
| Felonies | 26 | Settled 6 Cases | | | |
| Misd. | 24 | | | | |
| Traffic | 26 | | | | |
| Arraign. Only | 16 | | | | |
| FTA/FTP/VOB | 27 | | | | |

GARSKE/HEWITT

| | | | | | |
|---------------------------|----|-----------------|--|--|-----|
| Total Arraignments: | | | | | 104 |
| Felonies | 9 | Settled 5 Cases | | | |
| Misd. | 23 | | | | |
| Traffic | 39 | | | | |
| Arraign. Only | 19 | | | | |
| FTA/FTP/VOB | 14 | | | | |

CIRCUIT COURT

| | | | | | |
|---------------------------|----|--|--|--|----|
| Total Arraignments: | | | | | 15 |
| Felonies/VOP | 15 | | | | |

ASSIGNMENTS

There were a total of 168 defendants assigned on felonies, misdemeanors, traffic & vop's.

LABEAN/CASE

| | 2017 | 2018 | 2019 |
|------------------|------|------|------|
| New Assignments: | 70 | 66 | 67 |

| | |
|----------|----|
| Felonies | 7 |
| C.C. VOP | 0 |
| Misd. | 18 |
| Traffic | 32 |

There were a total of 149 NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Criminal Defense Office was assigned.
57 or 38%

| | 2017 | 2018 | 2019 |
|--|------|------|------|
| Defendants Currently Representing - Assigned on New Charges: | 13 | 14 | 6 |

| | |
|----------|---|
| Felonies | 1 |
| C.C. VOP | 1 |
| Misd. | 2 |
| Traffic | 2 |

Arraigned 1

MANNIKKO/HETHERINGTON

| | 2017 | 2018 | 2019 |
|------------------|------|------|------|
| New Assignments: | 68 | 60 | 76 |

| | |
|----------|----|
| Felonies | 17 |
| C.C. VOP | 4 |
| Misd. | 23 |
| Traffic | 32 |

Arraigned 5 (1 arraign. only)

There were a total of 149 NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Public Defender's Office was assigned.
76 or 51%

| | 2017 | 2018 | 2019 |
|--|------|------|------|
| Defendants Currently Representing - Assigned on New Charges: | 9 | 12 | 13 |

| | |
|----------|---|
| Felonies | 4 |
| C.C. VOP | 0 |
| Misd. | 3 |
| Traffic | 6 |

Arraigned 2

PRIVATE COUNSEL

| | 2017 | 2018 | 2019 |
|------------------|------|------|------|
| New Assignments: | 1 | 0 | 16 |

| | |
|----------|---|
| Felonies | 7 |
| C.C. VOP | 8 |
| Misd. | 1 |
| Traffic | 0 |

Arraigned 9 (1 arraign. only)

There were a total of 149 NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Private Counsel was assigned.
16 or 11%

| | 2017 | 2018 | 2019 |
|--|------|------|------|
| Defendants Currently Representing - Assigned on New Charges: | 0 | 0 | 0 |

| | |
|----------|---|
| Felonies | 0 |
| C.C. VOP | 0 |
| Misd. | 0 |
| Traffic | 0 |



**BAY COUNTY
FINANCE/INFORMATION SYSTEMS**

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Julie A. Coppens
Information Systems Manager
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TO: Tom Ryder
Personnel/Human Services Committee

FROM: Julie Coppens
Information Systems Manager

RE: New Position in Information Systems

DATE: December 2, 2019

REQUEST:

To be placed on the agenda for the next Personnel/Human Services Committee to post and fill a new position based on needs of the Department.

BACKGROUND:

For over 20 years, Information Systems had programmer positions in the Department. The needs of the Department has changed where there is no longer a need for a Programmer but rather a position is needed for managing requisitions, purchase orders, invoices and training users in the County utilizing Munis and OnBase. Information Systems is actively working with the Courts and other County Departments to implement OnBase. There is a need for additional staff in Information Systems to be dedicated to training.

ECONOMICS:

The previous position of Programmer was removed from the 2020 Budget. Information Systems requests \$63,584 to be added in the 2020 Budget to cover the cost of this needed position. This amount includes salary and benefits.

RECOMMENDATION:

Please refer the full Board for approval to fill the IT Training Specialist position for Information Systems.

cc: James A. Barcia Jan Histed Kim Priessnitz Amber Davis-Johnson Frances Moore